

APPENDIX C

LIAISON OFFICER CHECKLIST AND BRIEFING**C-1. Purpose**

This appendix provides two suggested formats for use by the LNO. Paragraph C-2 presents a suggested format for the LNO checklist. It contains a list of required equipment for effective LNO operations, as well as a list of information needed and actions to take at both the parent headquarters and the supported unit. Paragraph C-3 is a suggested format for the LNO briefing. This briefing contains essential information the LNO should provide to the supported unit commander or point of contact as soon as possible after arriving at the supported unit. These are intended only as suggested formats and may be modified as the situation dictates.

C-2. Suggested Format for the Liaison Officer Checklist

1. REQUIRED EQUIPMENT. THIS EQUIPMENT LIST IS THE MINIMUM ESSENTIAL EQUIPMENT FOR AN LNO TO SUSTAIN OPERATIONS AND PROVIDE ESSENTIAL SUPPORT:
 - A. VEHICLES TO MATCH THE MOBILITY OF THE SUPPORTED UNIT.
 - B. CAMOUFLAGE (IF REQUIRED) TO COVER VEHICLE.
 - C. COMMUNICATIONS EQUIPMENT CAPABLE OF REACHING PARENT UNIT FROM SUPPORTED UNIT. MUST INCLUDE REMOTE OPERATION CAPABILITY AND SPARE BATTERIES.
 - D. TENTAGE.
 - E. MAPBOARD OF THE AO.
 - F. GLOBAL POSITIONING SYSTEM.
 - G. NIGHT OBSERVATION DEVICES (IF AVAILABLE).
 - H. PAPER, ACETATE, ALCOHOL, SHOP TOWELS, PENS, PAPER, ALCOHOL MARKERS, AND TAPE.
 - I. CLASS I SUPPLIES.
 - J. A CURRENT SOI/ANCD.
 - K. REFERENCE MATERIALS (TYPE OF REFERENCE MATERIAL WILL VARY DEPENDING ON THE MISSION).
 - L. SIGNALING DEVICES (STROBE LIGHTS, INFRARED CHEMICAL LIGHTS, BEANBAG LIGHTS).
 - M. RADIOTELEPHONE OPERATOR.
2. ACTIONS PRIOR TO DEPARTURE TO SUPPORTED UNIT.
 - A. LOCATION OF SUPPORTED UNIT.
 - B. POINT OF CONTACT (BY NAME IF POSSIBLE).
 - C. FREQUENCY AND CALL SIGN OF SUPPORTED UNIT.

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- D. CHALLENGE AND PASSWORD OF SUPPORTED UNIT.
- E. CURRENT UNIT STATUS.
 - AIRCRAFT STATUS.
 - PERSONNEL STATUS/CREW CYCLES.
 - COMMUNICATIONS.
 - SECURITY EQUIPMENT.
- F. LOCATIONS.
 - SUPPORTED UNIT'S TOC (CURRENT AND FUTURE).
 - SUBORDINATE UNITS.
 - FORWARD ARMING AND REFUELING POINT (FARP) (CURRENT AND FUTURE).
- G. INTELLIGENCE UPDATE.
 - ENEMY SITUATION.
 - KNOWN LOCATIONS.
 - PROBABLE COURSES OF ACTION (COAS).
 - WEATHER OUTLOOK FOR THE ANTICIPATED MISSION TIMES.
- H. MISSION.
 - SPECIAL EQUIPMENT REQUIREMENTS.
 - UNDERSTANDING OF THE MISSION AND COMMANDER'S INTENT.
 - COPY OF GRAPHICS AND OPORD.
 - READINESS CONDITION STATUS.
- I. GENERAL INFORMATION.
 - FRIENDLY AIR DEFENSE ARTILLERY LOCATIONS.
 - FRIENDLY GROUND UNITS IN THE AO (CALL SIGNS AND FREQUENCIES).
 - DECONTAMINATION SITES.
 - MEDICAL SUPPORT IN THE AO.
 - DECISION POINTS TO LAUNCH THE MISSION.
 - BOUNDARIES AND REQUIRED COORDINATION.
 - ARMED ESCORT AVAILABILITY (CALL SIGN AND FREQUENCY).

3. ACTIONS AT SUPPORTED UNIT.

- A. DETERMINE LOCATIONS OF CHS ELEMENTS IN THE DSA/BSA.
- B. DETERMINE THE FRONT LINE TRACE OF FRIENDLY UNITS.
- C. FIND OUT THE LOCATION OF ALL ARTILLERY POSITION AREAS FOR ALL FIRING BATTERIES.
- D. DETERMINE THE LOCATIONS OF ALL FRIENDLY ADA ASSETS OPERATING IN THE AO.
- E. BRIEF POINT OF CONTACT ON THE CAPABILITIES OF THE AVIATION ASSETS SUPPORTING HIM.
- F. DETERMINE THE GROUND TACTICAL PLAN (GROUND SCHEME OF MANEUVER).
- G. DETERMINE SUPPORTED UNIT'S COMMUNICATIONS PLAN.
- H. COORDINATE AIRSPACE FOR THE AIRCREWS OPERATING IN THE AO.
- I. DETERMINE H-HOUR.

C-3. Suggested Format for the Liaison Officer Briefing

1. INTRODUCTION.

- A. CLASSIFICATION OF THE BRIEFING.
- B. PURPOSE OF THE BRIEFING.
- C. WHAT UNIT THE LNO IS FROM.

2. INTELLIGENCE.

- A. ENEMY ACTIONS IN AND AROUND THE SUPPORTING AVIATION UNIT'S AA (PAST 24 TO 48 HOURS).
- B. EXPECTED ENEMY CONTACT IN THE AVIATION UNIT'S AO.
- C. AVIATION CONSTRAINTS THAT MAY AFFECT THE MISSION (WEATHER).

3. OPERATIONS.

- A. CURRENT LOCATION OF THE SUPPORTING AA COMPANY.
- B. LOCATION OF SUPPORTING AA COMPANY IN THE NEXT 24 TO 48 HOURS.
- C. ATTACHMENTS TO THE AA COMPANY.
- D. DETACHMENTS FROM THE AA COMPANY.
- E. COMMITTED AIRCRAFT NOT AVAILABLE FOR SUPPORT (MAINTENANCE).
- F. NUMBER AND TYPE OF AIRCRAFT AVAILABLE TO SUPPORT THE MISSION.
- G. NUMBER OF DAY AND NIGHT CREWS AVAILABLE FOR THE MISSION.

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4. LOGISTICS.
 - A. CURRENT AIRCRAFT STATUS.
 - B. EXPECTED AIRCRAFT STATUS IN THE NEXT 24 TO 48 HOURS.
 - C. CURRENT FUEL STATUS.
5. COMMAND AND SIGNAL.
 - A. CALL SIGN AND FREQUENCY OF AA COMPANY AND LNO.
 - B. CURRENT CHAIN OF COMMAND.
 - C. PLANNED LOCATION OF THE LNO—BEFORE, DURING, AND AFTER THE OPERATION.
 - D. PROCEDURAL AND POSITIVE CONTROL MEASURE(S) THAT EXIST IN THE SUPPORTED UNITS AO (A2C2).
6. CROSS COORDINATION (THINGS THE LNO SHOULD GET FROM THE SUPPORTED UNIT).
 - A. PLANNING TIME LINE.
 - B. MISSION (TWO LEVELS UP).
 - C. COMMAND RELATIONSHIPS.
 - D. INITIAL PLANNING GRAPHICS.
 - E. CALL SIGN AND FREQUENCIES.
 - F. TIME HACK.
7. SUMMARY. ONCE THIS INFORMATION HAS BEEN RECEIVED, THE LNO SHOULD RETURN TO THE PARENT AVIATION UNIT AND CONTINUE TO GO BETWEEN THE SUPPORTED UNIT AND THE PARENT UNIT AS NECESSARY TO COORDINATE MISSION DETAILS AND CONDUCT MISSION COORDINATION.